

**Collection
M 004**

**Loudoun County Virginia
Military Separation Notices
1918-1995**

RESTRICTED COLLECTION

Table of Contents

User Information
Historical Sketch
Scope and Content Note
Container list

Processed by
Alexandra S. Gressitt
with assistance from
Kathleen Stoll Dorf and John Berfield

May 2009

**Thomas Balch Library
208 West Market Street
Leesburg, Virginia 20176**

USER INFORMATION

VOLUME OF COLLECTION: 3 manuscript boxes (1.3 cu ft; 2,136 items)

COLLECTION DATES: Inclusive (1917-1995); Bulk (1941-1995) [2,136 records]

PROVENANCE: Loudoun County Courthouse, Leesburg, VA, 1995

ACCESS RESTRICTIONS: Restricted collection.

Since access to the records by general public is restricted to 72 years after a record was created researchers seeking to access this information must do so through a database index listing the name of the soldier, and as available: date of induction, branch of service, birthplace and date of separation.

Virginia military separation notices contain privacy protected information such as social security numbers and medical information. For records created 72 years or less access is limited to the following: the subject of the record (the veteran); the duly qualified conservator or guardian of the subject of the record; the next-of-kin, if the veteran is deceased (The next of kin may be the following: surviving spouse that has not remarried; father, mother, son, daughter, sister, or brother); the duly qualified executor or administrator of the estate of the subject of the record; an attorney, attorney-in-fact, or other agent or representative of any of the persons described above, acting pursuant to a written power-of-attorney or other written authorization; or a duly authorized representative of an agency or instrumentality of federal, state, or local government seeking the record in the ordinary course of performing its official duties. Requests must be in writing on Military Separation Notices filed in the folder: Loudoun County Virginia Request Form.

USE RESTRICTIONS: No physical characteristics affect use of this material.

REPRODUCTION RIGHTS: Permission to reproduce or publish material in this collection must be obtained in writing from Thomas Balch Library and the Clerk of Court, Loudoun County Courthouse.

CITE AS: Loudoun County Virginia Military Separation Notices 1918-1995 (M004), Thomas Balch Library, Leesburg, VA

ALTERNATE FORMATS: Original copies of records may be on file at the Loudoun County Courthouse.

OTHER FINDING AIDS: Military Records Database Index

TECHNICAL REQUIREMENTS: None

RELATED HOLDINGS: See Vertical file under WWII

ACCESSION NUMBER: 1995.0001

NOTES: Previously catalogued as Loudoun County Notebooks: 35-37 and 42-43. Records of the Virginia World War II History Commission (RG#68) are filed in the State Government Collection at The Library of Virginia, Richmond, VA. See: Salmon, John S., comp. *A Guide to State Records in the Archives Branch of the Virginia State Library and Archives*. Richmond: Virginia State Library, 1985.

HISTORICAL SKETCH

Military induction and discharge records were frequently filed in a courthouse by military personnel in the locale of induction and/or discharge to provide legal verification of military service.

SCOPE AND CONTENT NOTE

This collection represents induction and discharge records photocopied by William Loy, Deputy Clerk, from Loudoun County court books. These records were given to Thomas Balch Library in 1995 for researcher use. Subsequent federal rulings concerning privacy require these records to be restricted for 72 years from date of creation. Access to this collection is through a database index listing the name of the soldier, and as available: date of induction, branch of service, birthplace and date of separation.

The collection includes separation notices for men and women and all races, but may not include every Loudoun County resident who served in the military. Separation notices, representing all branches of military service, include information on the date and place of birth, physical description, race, marital status and civilian occupation of the soldier. Also included is rank, military organization, date of induction or enlistment, place of entry into service, military occupation, battles and campaigns, decorations and citations, wounds received in action, service outside the continental United States, prior service, total length of service and reasons for separation. Naval records also list training schools attended and places of service (ships and naval stations). In addition to the separation notices, many army records also contain a separation qualification record documenting the soldier's military and civilian education and occupations. This document may also include the soldier's social security number.

Documents are arranged alphabetically within each year in two groups: separation notices and separation notices with only induction information completed. Separation notices in this collection cover the years 1918-1919, 1921 and 1941-1995. Separation notice forms with only induction information completed are filed at the end of the collection (Box 3, Folder 25) and cover the years 1941-1943 and 1945.

Due to the nature of photocopying some records in this collection are difficult to read.

CONTAINER LIST

Box 1: Loudoun County Virginia Military Separation Notices

Folder (820 records)

Collection Guide

1. 1918 (7)
- 2: 1919 (13)
- 3: 1921 (1)
- 4: 1941 (1)
- 5 1942 (3)
- 6: 1943 (18)
- 7: 1944 (39)
- 8: 1945 A-C (126)
- 9: 1945 D-H (124)
- 10: 1945 J-P (137)
- 11: 1945 R-Y (155)
- 12: 1946 A-C (92)
- 13: 1946 D-H (105)

Box 2: Loudoun County Virginia Military Separation Notices

Folder (697 records)

- 1: 1946 J-P (121)
- 2: 1946 R-W (146)
- 3: 1947 (53)
- 4: 1948 (11)
- 5: 1949 (6)
- 6: 1950 (2)
- 7: 1951 (1)
- 8: 1952 (8)
- 9: 1953 (5)
- 10: 1954 (13)
- 11: 1955 (6)
- 12: 1956 (11)
- 13: 1957 (7)
- 14: 1958 (9)
- 15: 1959 (4)
- 16: 1960 (7)
- 17: 1961 (5)
- 18: 1962 (7)
- 19: 1963 (5)
- 20: 1964 (11)
- 21: 1965 (16)
- 22: 1966 (10)
- 23: 1967 (23)
- 24: 1968 (54)
- 25: 1969 (36)

26: 1970 (63)

27: 1971 (57)

Box 3: Loudoun County Virginia Military Separation Notices

Folder (619 records)

1: 1972 (39)

2: 1973 (28)

3: 1974 (14)

4: 1975 (29)

5: 1976 (11)

6: 1977 (19)

7: 1978 (11)

8: 1979 (37)

9: 1980 (20)

10: 1981 (16)

11: 1982 (19)

12: 1983 (14)

13: 1984 (11)

14: 1985 (11)

15: 1986 (19)

16: 1987 (21)

17: 1988 (19)

18: 1989 (29)

19: 1990 (26)

20: 1991 (44)

21: 1992 (33)

22: 1993 (15)

23: 1994 (26)

24: 1995 (13 items)

25: Induction Records 1941-1943, 1945, n.d. (95)